



Email — Desktop Mailer (dtMail)

dtMail (Desktop Mailer) is the easiest and most popular email application available on the UCS Sun Workstations. Although *dtMail* does offer a graphical user interface with point-and-click simplicity, it is, however, basically a textual email application. *dtMail* cannot view HTML encoded messages, images, or other attached files.

Getting Started

Before using *dtMail* to read your email, you will need the following:

- An active UCS account and password (available at the Help Desk)
- Access to a UCS workstation (Stephens Hall Room 109 or the Conference Center Solarium).

Starting *dtMail*

To start *dtMail*, click the envelope icon on the *Front Panel* on the workstation. *dtMail* will open in a few moments. *dtMail* is divided into two portions. The top portion of the window displays the sender, subject, date and time, and size of the message. The bottom portion of the window displays the contents of the message and/or any attachments.

Starting *dtMail* for the First Time

The first time you start *dtMail*, it will ask you what type of server you are using. Click **Local**.

Reading Mail

To read a message, click on the message header information in the top half of the window. The body of the message will appear in the bottom half of the *dtMail* window.

Viewing Attachments

dtMail also has the ability to send and receive attachments. To open an attachment, double-click the desired icon in the attachment list. The attachment list is found directly below the body of the message. File formats commonly supported include StarOffice and

Microsoft Word® documents, text, image, and sound files. Double-clicking the attachment will launch the appropriate application to view the attachment. Some attachment file types can not be directly viewed on UCS. Windows executable programs (.exe), will **NOT** run on Unix.

Printing Messages

To print messages, select the desired message and click the **Print** button. This will send the printout to the Conference Center printers. To send the printout to the printers in Stephens Hall, click **Message** on the menu bar and click **Print**. Replace the **Printer Name** with **smhx1p**. Click **Print**.

Sending Messages

To send a message:

1. From the *dtMail* menu bar, click **Compose** and select **New Message**.
2. Type the email address of the recipient in the **To** field.
3. Type a brief description of the message in the **Subject** field.
4. After filling in the subject, type the message in the space below.
5. Click **Send** to send the message.

Attaching a File to a Message

To attach a file to an email message:

1. Follow steps 1 - 4 from the previous section.
2. From the **New Message** menu bar, click **Attachments** and select **Add File**.
3. Select the file(s) to attach and click **Add**. The attachment is added to the attachment list in the lower portion of the *New Message* window.
4. Click **Send** to send the Message.

Deleting Messages

To delete a message, select the message you want to delete. Choose **Delete** from the **Message** menu, or click the **Delete** button. The messages are deleted from the message list.

Closing dtMail

It is important to properly close *dtMail*. To close the *dtMail* window, choose **Close** from the **Mailbox** menu on the menu bar.

If you have deleted messages, the following message will appear: Destroy the deleted messages and close the mailbox? Click **Destroy and Close**. Deleted messages will be permanently removed from the mail server.

Failure to properly close the mailbox before logging out may result in damage to the mailbox.

Problems Starting dtMail

Users are allotted a limited amount of space on the mail server for incoming messages. If this space is completely full, dtmail will not be able to open the mailbox and will return the message Mailer cannot open mailbox. Should this happen, the document called *Email-Easy Little Mailer (ELM)*, available at the Help Desk will be of assistance.

Getting Help

Extensive online assistance with *dtMail* is available. Click **Help** on the menu bar for more information.

For information on email aliases and forwarding, get the *Email-Additional Topics* document, available at the Help Desk.